

Illinois State University
Administrative / Professional Council

1:15-3:00 pm; Thursday, October 13, 2011
Spotlight Room, Bone Student Center

MINUTES

Council Members present - Stacy Ramsey, Teri Farr, Anjie Almeda, Rebecca Baker, Nikki Brauer, Pam Cooper, Binoy Edathiparambil, Ron Gifford, Ryan Gray, Debbie Lamb, Joshua Reid, Soemer Simmons, and Alex Skorpinski

Ex-Officio Members present – Rachel Calhoun, Larry Lyons, Brian Huonker, Jennifer Frobish, and Derek Story

Guest: Larry Alferink & JeanAnn Cook distributed materials from the Annuitants Association regarding Pensions, gave a brief description of Bill512 that is currently being considered in Springfield and how it could change things for current employees and retirees as well. They referred Council and constituents to the Annuitants webpage for additional information for news from the fall veto session in Springfield.

Kyle Rindfleisch, Leadership & Service office in Division of Student Affairs also joined the meeting to become more familiar with the Council

Approval of minutes –approval of September 22, 2011 minutes were approved, motion by Debbie Lamb second by Rebecca Baker

Chair’s remarks –Stacy has an upcoming meeting with the President and requests any questions to be sent to her. Suggestions given by Council members included:

- Updated timeline on raises & merit raise process
- IT study mentioned in the State of the University address, additional information or perhaps an invitation to Mark Walbert or Andrea Ballinger to speak with Council members
- Milner Library and the shifting of books – request, rather than having them on the floor

Committee/Representative Reports

- **Academic Senate** –Brian Huonker –minutes can be accessed at: <http://apcouncil.illinoisstate.edu/representatives/representation.shtml>
- **Communications** – Ryan Gray & Alex Skorpinski – new welcome email for all new AP, will be sent– june-september, october-december; next article in the REPORT is due tomorrow, call for award nominations will be added to the text
- **Elections** – Anjie Almeda – no report
- **Programming** –Nikki Brauer –
 - Re-cap of Brown Bag: September 26th—dessert with the Council

- Social (location, timing)
 - More family friendly events/opportunities
 - Staff discounts
- **Foundation** – Larry Lyons – no report; Board meets October 14th
- **Scholarship** –Debbie Lamb –no report
- **CCC** –Jennifer Frobish –next BOT meeting on October 21, need ideas for CCC letter to BOT members
- **HR Liaison** – Derek Story – Derek clarified a few questions re: iPeople –
 - Balances are up to date after the paychecks are distributed
 - Accruals are generally run a day to three after the deposits. The caveat was that the previous time submitted would need to be in an "approved" status for the balances to be correct.
 - Vacation/sick balances are prorated by FTE of the individual job and based on accrual policies.
 - If ever there is a question on accruals or balances please call or email the benefits office in HR immediately.
- **Awards**- Rachel Calhoun –call for award nominations – deadline will be prior to Christmas Break

Business/Discussion Items –

- **Homecoming Volunteers and Details** – Parade starts at 10am, meet at 9:15 in front of Hovey Hall; have 1000 bags to distribute along the parade route with the remaining bags available for use at the Children’s Holiday Party. Five Civil Service staff members have agreed to help as well.
- **Parking Representative** – Mike Hurt stepped down, Stacy will contact next highest vote recipient and update the council on acceptance at next meeting
- **Awards** – selection committee/process – discussion and agreement to upgrade the process to be similar to how scholarship recipients are chosen. Committee members to include: Rachel, Binoy, Nikki, Soemer, and Alex. Will also work with Binoy and Alex to move the application process completely online in the next year.

Adjournment –motion by Rebecca Baker, second by Anjie Almeda

Next meetings –

- October 27 - Spotlight Room
- November 10 – Spotlight Room
- December 8 - Spotlight Room

Socials – 5pm at Medici

- Friday, October 28th
- Friday, November 18th
- Friday, December 16th